Completing Your Child Care Stabilization Grant Program
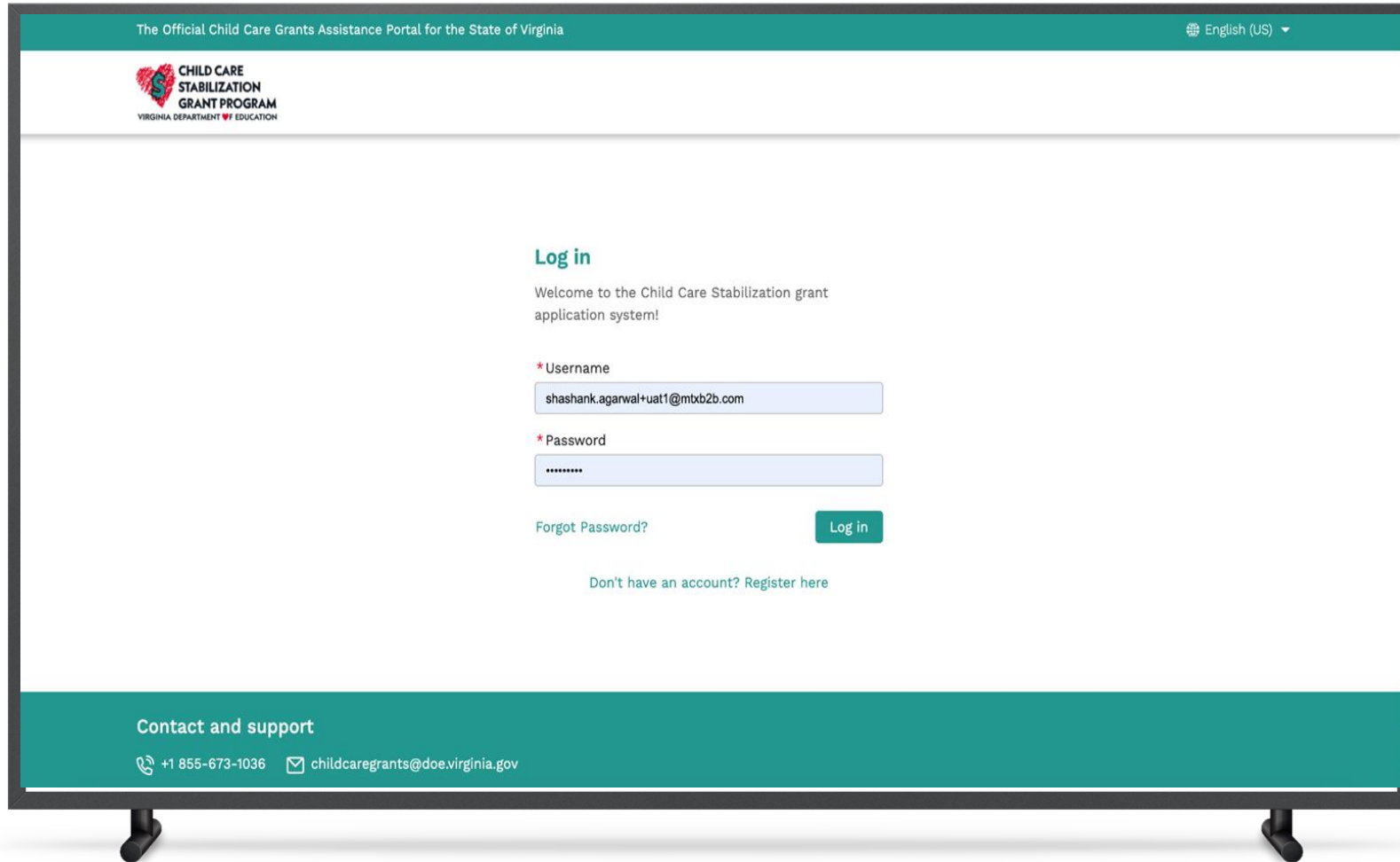
Application: A How-to Guide for Child Care Programs

Logging In

Logging In

The Official Child Care Grants Assistance Portal for the State of Virginia

English (US) ▼

CHILD CARE STABILIZATION GRANT PROGRAM
VIRGINIA DEPARTMENT OF EDUCATION

Log in

Welcome to the Child Care Stabilization grant application system!

* Username

shashank.agarwal+uat1@mtxb2b.com

* Password

••••••••

Forgot Password?   Log in

Don't have an account? Register here

Contact and support
+1 855-673-1036   childcaregrants@doe.virginia.gov

Logging In

The Official Child Care Grants Assistance Portal for the State of Virginia

🌐 English (US) ▼

CHILD CARE
STABILIZATION
GRANT PROGRAM
VIRGINIA DEPARTMENT ♥F EDUCATION

Registration

* First Name

* Last Name

* Email

* Confirm Email

Already have an account?   **Sign up**

Contact and support

📞 +1 855-673-1036   ✉ childcaregrants@doe.virginia.gov

Instructions

Enter your information

Click **Sign Up**

Key Points

All fields marked with an * are required.

You must have an email address to create an account.

Logging In

The Official Child Care Grants Assistance Portal for the State of Virginia

English (US) ▼

CHILD CARE STABILIZATION GRANT PROGRAM
VIRGINIA DEPARTMENT OF EDUCATION

Registration

Thank you for registering. An email has been sent to provided email address.

Contact and support

+1 855-673-1036   childcaregrants@doe.virginia.gov
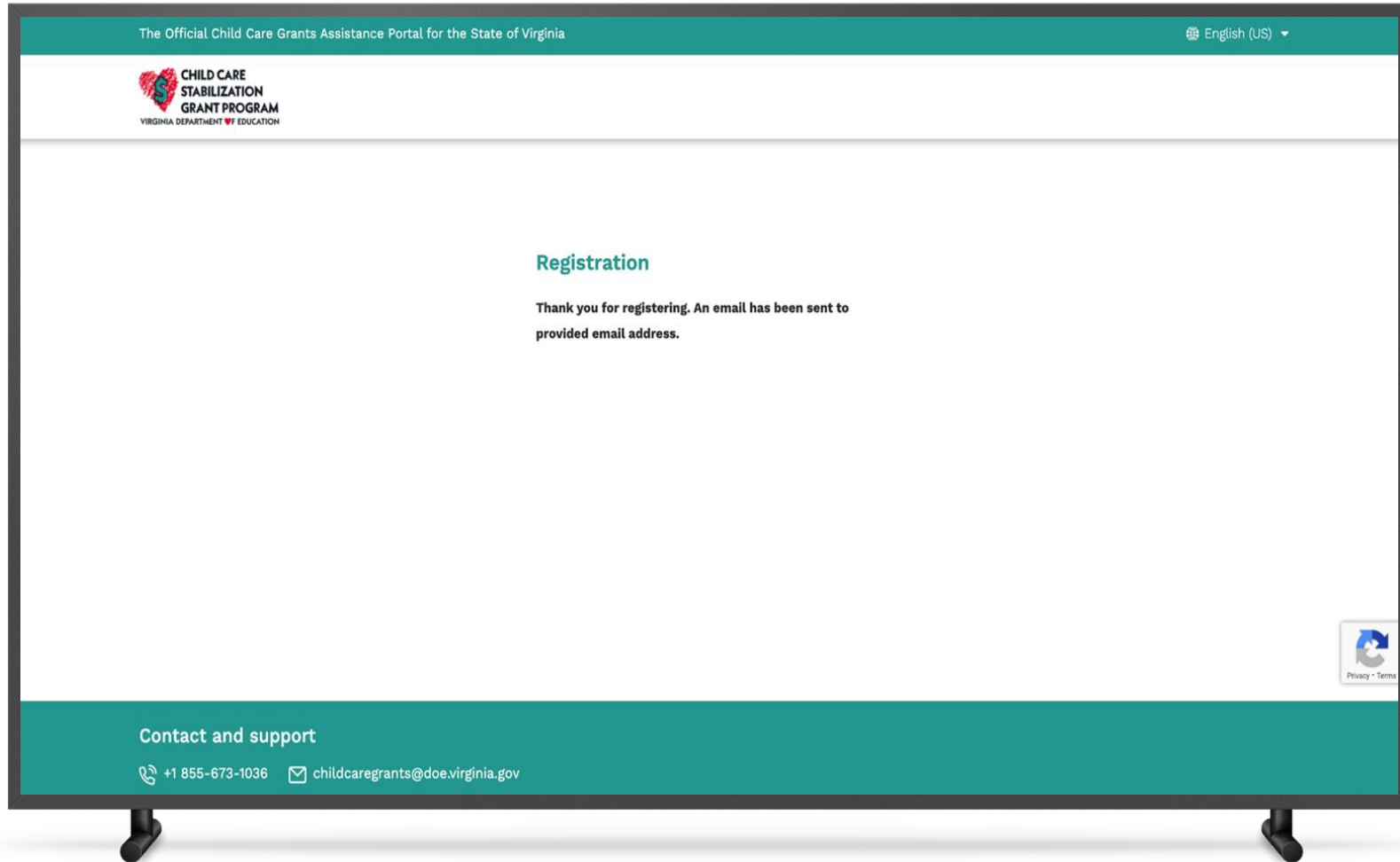
Instructions

You will be sent an email that contains a link to set your password.

Key Points

Make sure you check your spam folder!

Logging In
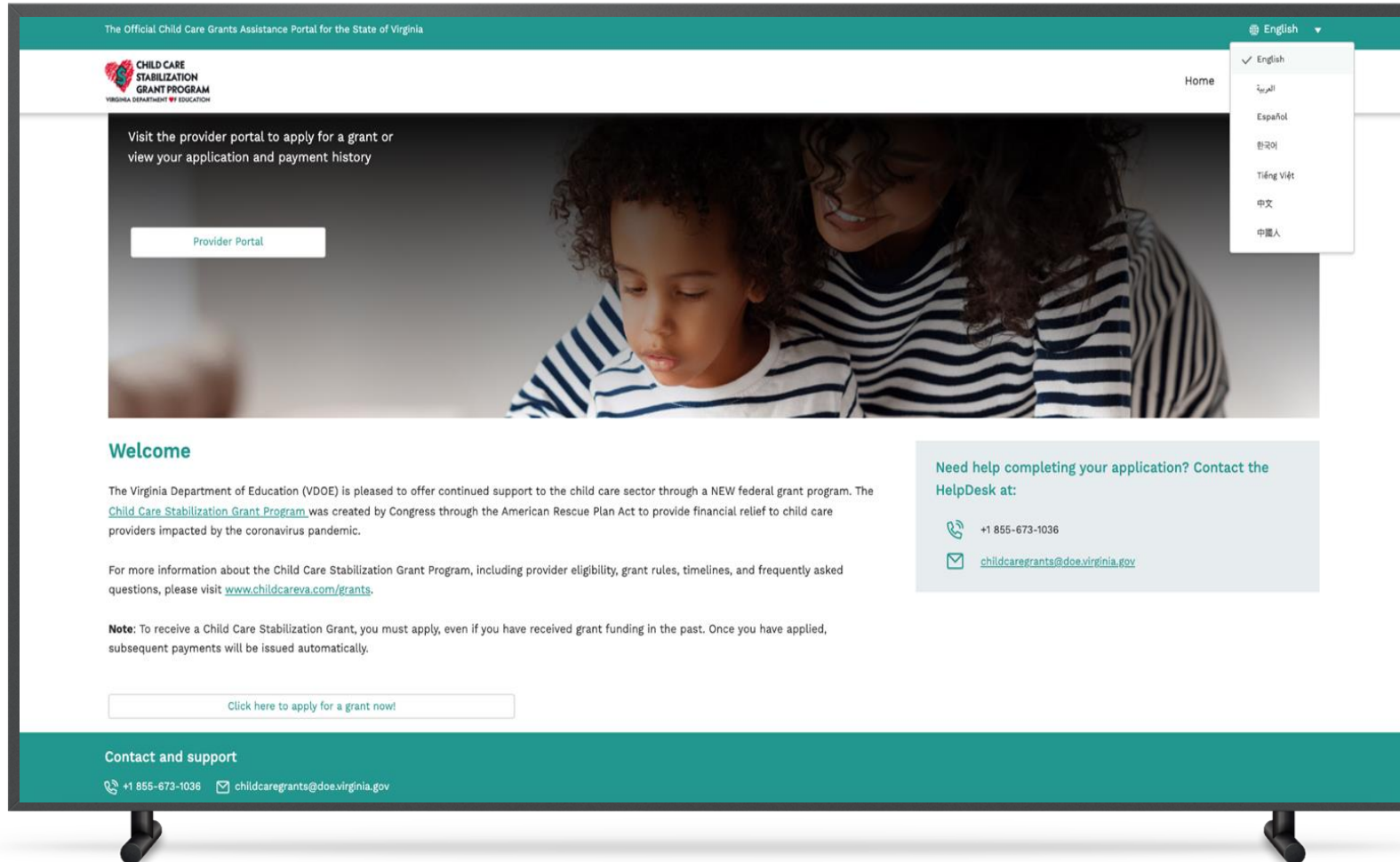
Once logged in, you can change the language displayed by clicking the **Language Menu** in the upper right of the screen.

Key Points

The application is available in English, Spanish, Korean, Vietnamese, Arabic, and simple and traditional Chinese.

Applying for a Grant

Welcome!
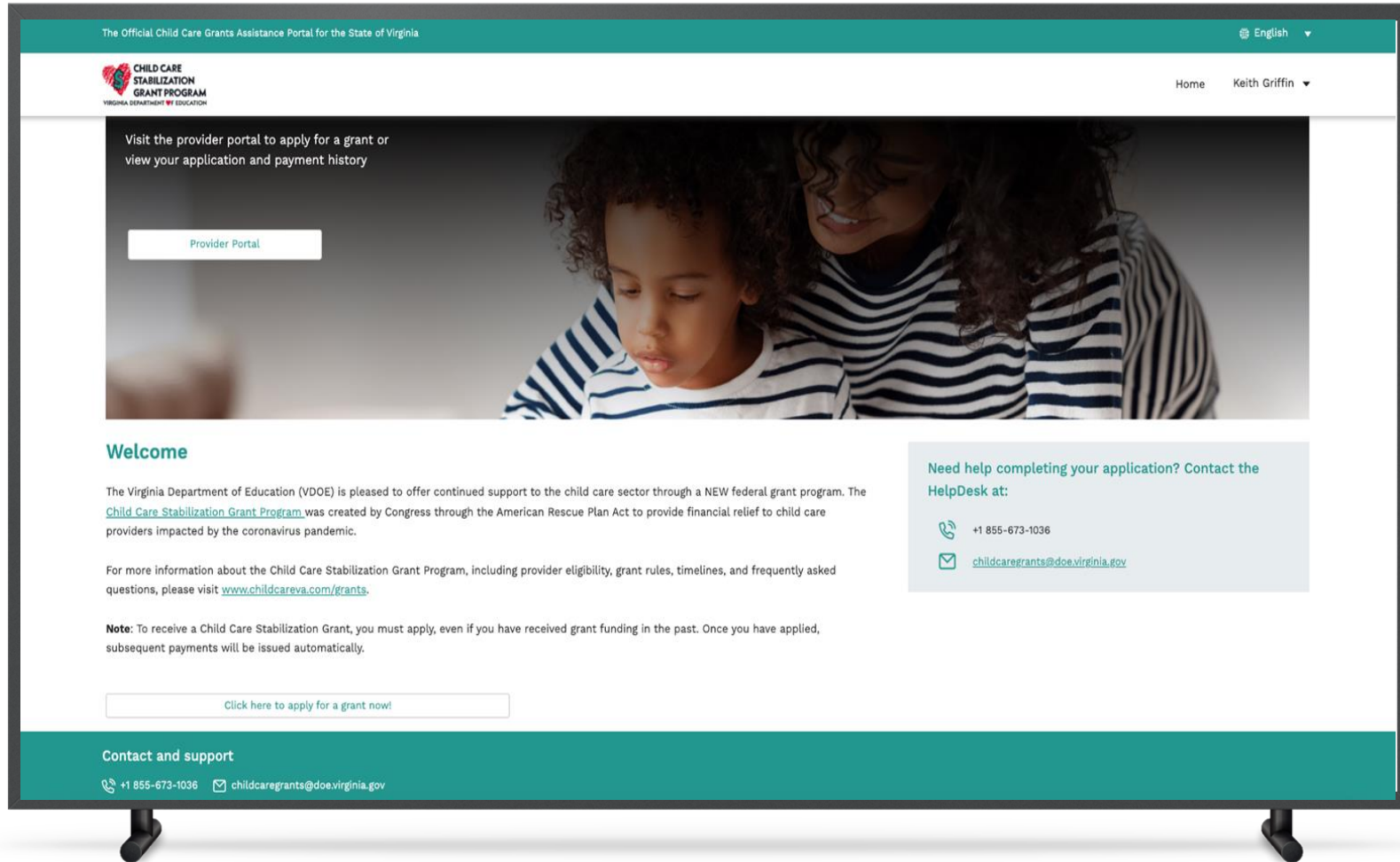
Review the information provided. Click **Provider Portal** to connect your user account to your facility record.

Key Points

Note the contact email and phone number to the right if you need assistance while completing our application. It will also appear at the bottom of your screen in the footer as you complete the application.

Provider Verification

Instructions

Select the **Provider Type** from the drop-down menu.

Key Points

Provider Verification

Enter your **Facility ID** and click **Search Provider.**

Once you have applied, you can select that existing application from the drop-down menu on the right and click **Next** to view the status of the application.

Key Points

Programs licensed or regulated by VDOE can find their facility ID using the Child Care Search Tool.

Any provider who needs help identifying their Facility Type and ID can email childcaregrants@doe.virginia.gov for assistance.

10

Provider Verification

Key Points

If you can't find your program and have confirmed that your facility type and ID are correct, please contact childcaregrants@doe.virginia.gov for support.

Provider Verification

Click **Next.**

Key Points

Note the Facility Contact name in the provider information box. Once you click next, an email will be sent to the Facility Contact email address on file.

Provider Verification Security Code

An email will be sent to the Facility Contact email address with a passcode.

Enter the passcode and click **Next.** This will connect your account with the facility record.

Key Points

The passcode will expire after 24 hours. You can request a maximum of five passcodes.

If you haven't received the email or think the email on file may be incorrect, please contact childcaregrants@doe.virginia.gov.

You only have to connect your account to a facility record one time.

Child Care Stabilization Grant Eligibility
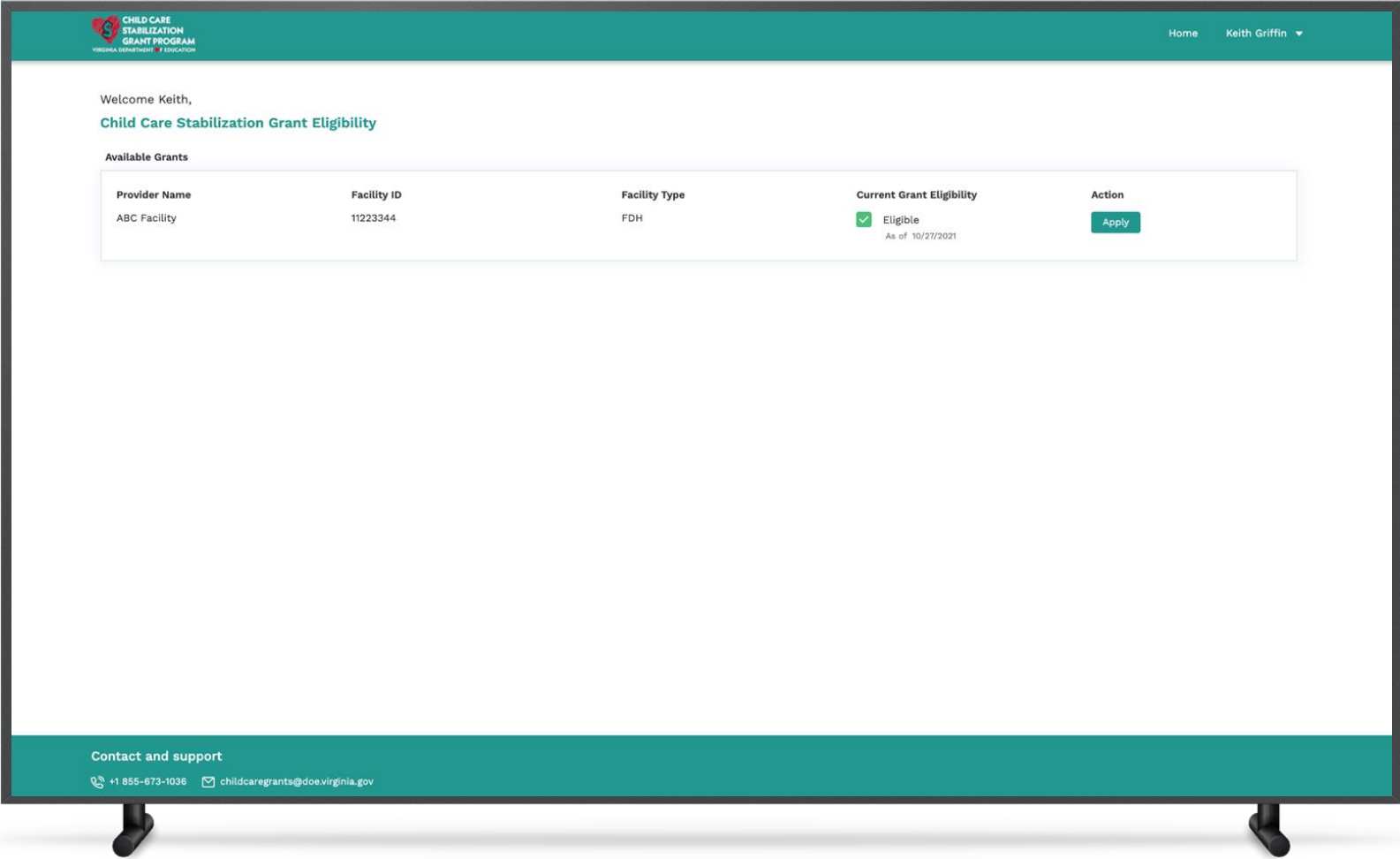
Click **Apply** to start the application.

Key Points

Please note: Once the application has been started it cannot be saved and must be completed in a single session.

Overview
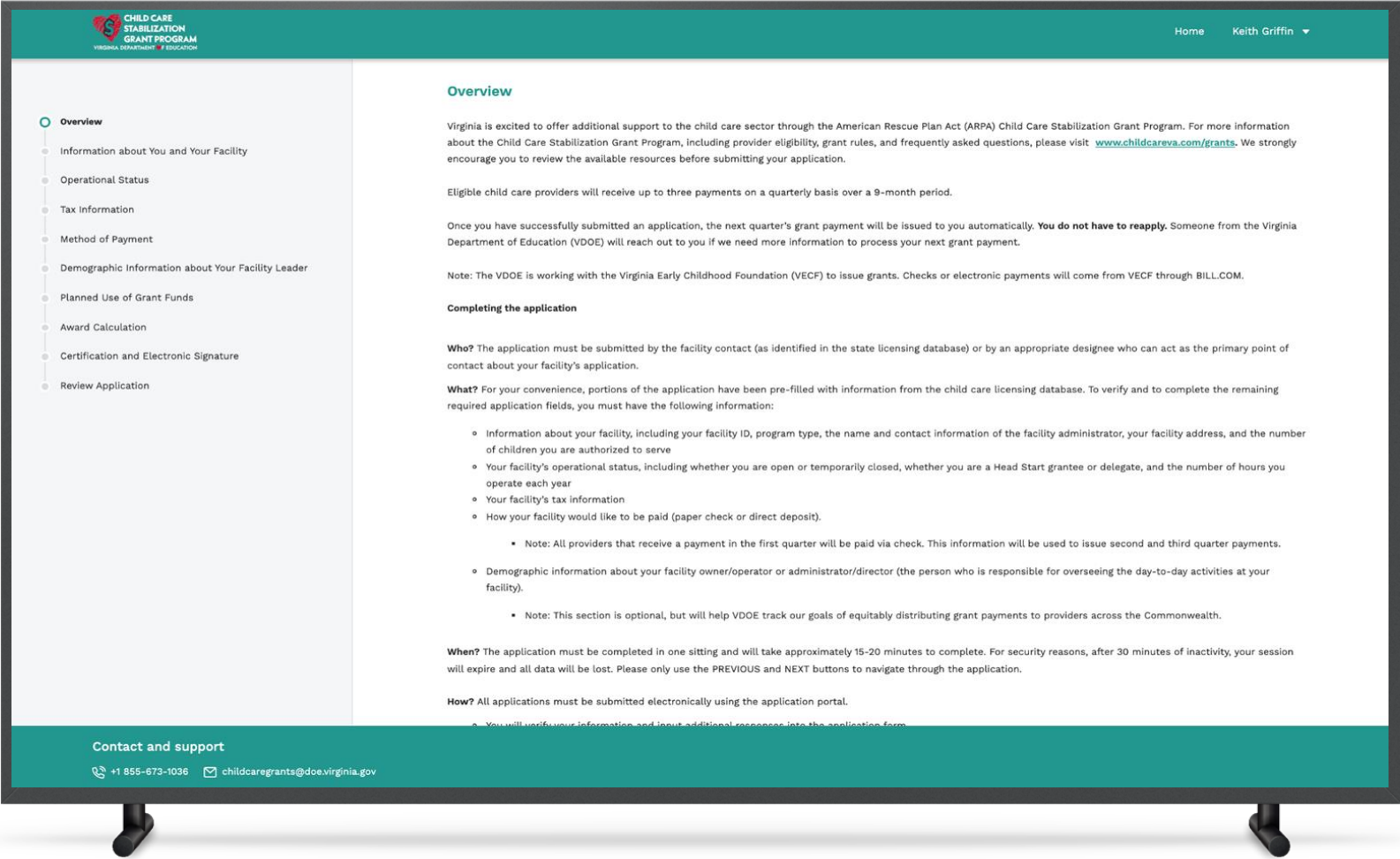
Instructions

Carefully review the overview page and make sure you have the necessary information to complete the application in one sitting.

Key Points

If you need to gather documentation to help you answer the questions in the application, exit the application here and come back to it when you're ready.

Overview

Carefully review the overview page and make sure you have the necessary information to complete the application in one sitting.

Click **Next**

Key Points

Before you begin, you may want to have your **license, registration, certificate, or permit** showing authorized capacity and **W9 Form** showing provider's legal name and FEIN or Social Security Number handy.

Information about You and Your Facility

Information about You and Your Facility

Complete the information about you, including the best way to reach out with questions about your application.

Click **Next**

Key Points

You will receive automated emails with information about your application status at the email address associated with your user account. If you'd like to receive text notifications as well, you can indicate so here.

Operational Status

Follow the prompts and select your responses.

Click **Next**

Key Points

If you aren't sure how to answer questions about your operating status, please contact childcaregrants@doe.virginia.gov and someone on the grants team can assist you.

Tax Information

Follow the prompts and select your responses.

Key Points

These questions directly reflect the **IRS W9 Form** and are required to issue payment. If you have questions about how to fill out this section of the application, please refer to the IRS W9 form link at the top of the page for instructions from the IRS.

Tax Information

Follow the prompts and select your responses

Click **Next**

Key Points

These questions directly reflect the **IRS W9 Form** and are required to issue payment. If you have questions about how to fill out this section of the application, please refer to the IRS W9 form link at the top of the page for instructions from the IRS.

Method of Payment

Select your **Method of Payment**

Click **Next**

Key Points

Everyone will receive first quarter payments via paper check to avoid processing delays. Paper checks will be mailed to the address provided on the W9 form.

If you elect to receive direct deposit, future payments will be issued accordingly. You will be prompted to provide an email address if you select this option. Additional steps are required to sign up for direct deposit.

22

Demographic Information about Your Facility Leader

Follow the prompts and select your responses.

Click **Next.**

Key Points

This section is optional, but will help VDOE track our progress toward our equity goals and help us meet federal reporting requirements.

If you choose to complete these questions, please consider the person that oversees the day-to-day operations of your program.

Planned Uses of Funds

Follow the prompts and select your responses.

Click **Next**

Key Points

Please note that this question is for informational purposes only. Your answer is not binding. You must check at least one item here, but it's ok if you end up spending your funds on another allowable cost after you receive them.

Award Calculation

Award Calculation

Review the Award Calculation

Click **Next**

Key Points

If you have questions about how your award is calculated, please contact childcaregrants@doe.virginia.gov.

If you believe your award isn't calculating correctly, please **submit your application** and contact childcaregrants@doe.virginia.gov with your application number in the subject line.

Certification and Electronic Signature

Carefully review the Certification. Enter your full name and click the certification checkbox.

Click **Next.**

Key Points

By signing the application and checking the certification box, you indicate that you agree to meet the conditions on this page, and that the information you are submitting is accurate to the best of your knowledge.

If you need more information about the grant conditions, visit www.doe.virginia.gov/childcaregrants.

Review Application

Review your application information carefully. Click the "edit" button over any section if you need to make a correction.

Key Points

Review Application

Review your application information carefully. Click the "edit" button over any section if you need to make a correction.

Click **Submit.**

Key Points

Clicking **Submit** will formally submit your application and lock it for editing.

29

Applying for a Grant
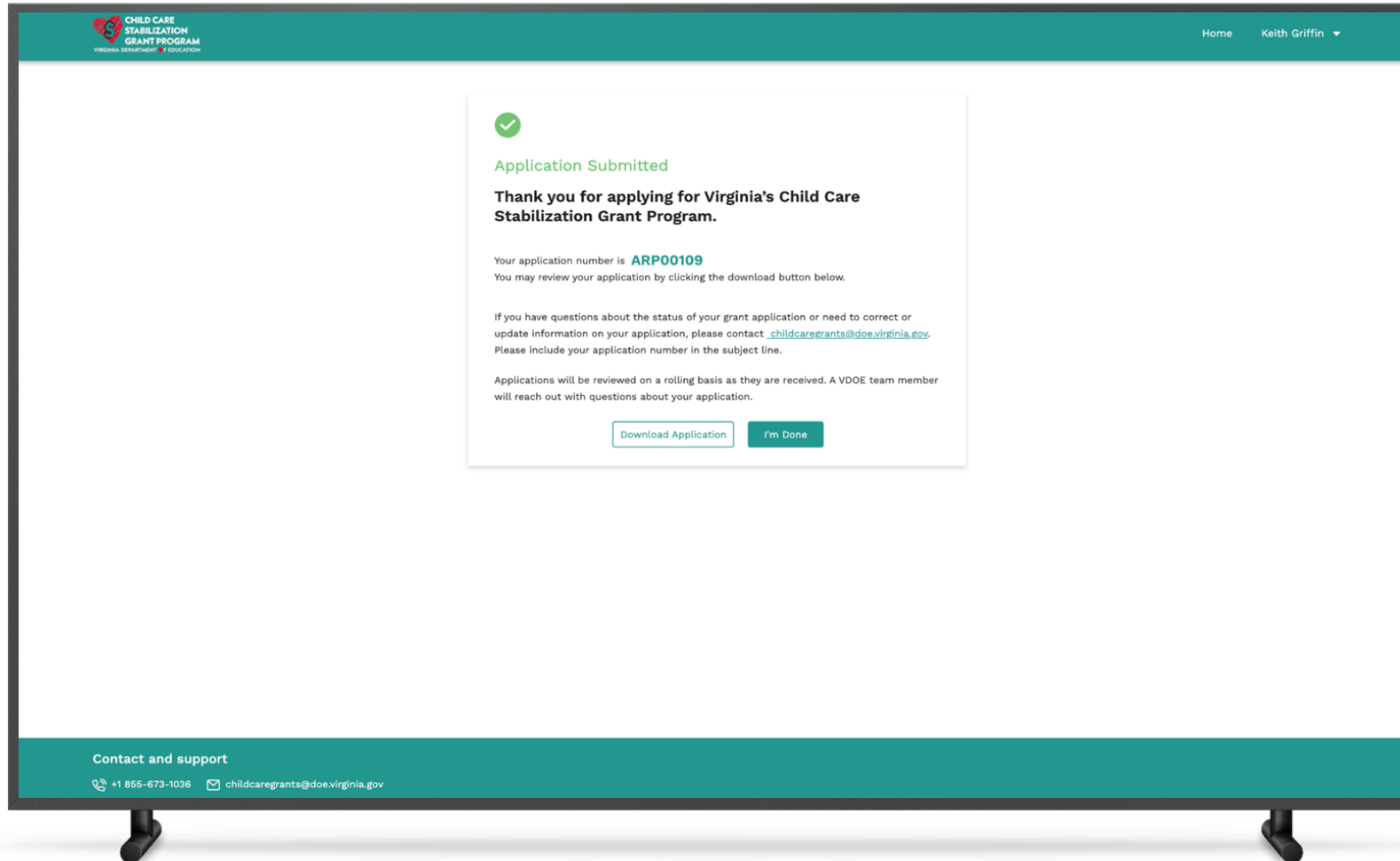
You may download the application by clicking the **Download Application** button; otherwise click **I'm Done**

Key Points

Success! Your application has been submitted. You will receive an email confirmation indicating that your application is under review. You can check the status of your application at any time in the provider portal.

Applying for a Grant

Instructions

Your completed applications will display in the **Submitted Applications** section and can be downloaded at any time. If you are approved for payment, your grant award letter will appear here with the anticipated payment schedule and amounts.

If you need to update your tax information, you can do so by clicking **Edit W-9**.

Key Points

The status of your application will automatically update as it proceeds through the process.

Email childcaregrants@doe.virginia.gov if you need to update any information about your facility after you submit. Changes to your address or Facility Contact information should be reported to your licensing inspector or local regulatory contact.

THANK YOU